HALE NORTHEASTERN
828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

EXHIBITOR SERVICE MANUAL

Greater Washington Procurement Conference 2010

Dulles Expo Center - North Hall
October 6, 2010

Hale Northeastern is pleased to have been selected as the official service contractor for the **Greater Washington Procurement Conference**. This exhibitor service manual contains information and order forms for many of the services we offer. **Please note: the Electric, Telephone, Booth Cleaning, and Plumbing forms, along with payment for these services, must be returned directly to the Dulles Expo Center. Hale Northeastern, Inc. cannot process Dulles Expo Center Forms.** We have found it most efficient if this manual gets to the person who is responsible for what happens in your booth. Please take time to read through it, complete the necessary forms and return them to us. Our goal is to help make your show participation a success.

HOW TO CONTACT US:

Hale Northeastern Exposition Services
828 East Ferry Street
Buffalo, NY 14211
Phone: (716) 896-6170
Fax: (716) 896-8908
www.haleexpo.com

Advance Prices Deadline Date:
9/22/10

BOOTH INFORMATION:

Booth Size: 8' x 10'
Includes:
8' high **Royal Blue** & **White** flameproof back drape
32" high **Royal Blue** flameproof side drape
(1) 8' table, skirted in **Red**
(2) Chairs
(1) Wastebasket
(1) 7" x 44" one-line booth identification sign
* ***Individual Booths do not include carpet.***

DISCOUNT PRICE DEADLINE DATE: The items above come automatically with your booth. If you need additional tables, chairs, labor or freight services, they can be ordered from the enclosed forms. Ordering in advance enables you to take advantage of special pricing. The deadline for the discount price is **September 22, 2010.**

EXHIBITOR MOVE-IN:
Tuesday, October 5 2:00 PM – 6:00 PM
Wednesday, October 6 6:00 AM – 7:30 AM

SHOW HOURS:
Wednesday, October 6 7:30 AM – 4:00 PM

DISMANTLING:
Wednesday, October 6 4:00 AM – 9:00 PM

The North Hall at the Dulles Expo Center is serviced by (2) loading docks and one drive-in overhead door. The floor is concrete and the ceiling is 20' high. The building lighting is provided by overhead mercury vapor lamps.

Hale Northeastern, Inc. will maintain a service desk with professional staff to assist you when requested during the set-up and dismantling of the exhibition. Please note: orders can be accepted by mail, fax or may be scanned and emailed to csr@haleexpo.com. Full payment must accompany your order to qualify for the advance order discount. If you have any special requirements or questions concerning our services, please do not hesitate to call.

Hale Northeastern has partnered with ABF Freight as the official Show Carrier of this event. Be sure to review the enclosed ABF Freight flyer for information and SAVINGS on your shipping needs.

Yours very truly,
HALE NORTHEASTERN INC.
Exhibitor Services

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PAYMENT POLICY

Greater Washington Procurement Conference 2010

Dulles Expo Center - North Hall
October 6, 2010

PLEASE BECOME FAMILIAR WITH THIS POLICY BEFORE ORDERING ANY SERVICES

- No telephone orders can be accepted, please mail, fax or scan and email your order with payment.
- If you have any questions or special requirements, please contact our Exhibitor Services Department.
- Items cancelled at show site will be charged 50% of the original price.
- Failure to pay within the terms of this Payment Policy will cause service charges to be assessed on all unpaid balances. The service charge rate is 2% per month or 24% per annum. In the event of default the customer agrees to pay all costs of collections, including attorney fees and court costs.

Payment for Services

Hale Northeastern requires payment at the time services are ordered. Hale also requires that all exhibitors using our services provide a credit card authorization with their initial order. The credit card authorization will be used to cover all services not paid for by the initial payment and balances left unpaid at the closing of the show. This may include labor, material handling and/or other on-site services.

Method of Payment

Hale Northeastern accepts cash, company checks, Visa, MasterCard, American Express and Discover. **A service charge of $25.00 will be assessed to individuals or companies for returned checks or chargebacks.**

Advance Payment Discount Price

To qualify for advance pricing, orders must be received on or before the advance price deadline date with payment in full. Late orders and orders without payment will be charged floor prices.

Tax Exempt

If your company is tax exempt, a copy of your Tax Exempt Certificate (*not* Resale Certificate) must accompany your order. **Your exemption MUST be issued in the state the show takes place in.**

Questions and Adjustments

Any discrepancy in items ordered and items received or any complaint or question concerning services must be reported to the Hale Service Desk immediately. Your problems will be resolved and any valid adjustments in your account will be made at that time. **Credits and adjustments will not be made based on information received after the show closes.**

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ORDER SUMMARY

Greater Washington Procurement Conference 2010

Dulles Expo Center - North Hall
October 6, 2010

PLEASE PRINT LEGIBLY OR TYPE ALL INFORMATION

Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

Credit Card Authorization (*will be used for Hale services only*):

A CREDIT CARD IS REQUIRED TO BE ON FILE BEFORE ANY ORDER IS PROCESSED.

Please fill out the credit card information as requested below. This will authorize Hale Northeastern to charge the amount of your order and any additional charges incurred as a result of show site orders placed by you or your representative, to your credit card account.

We accept American Express, Visa, MasterCard and Discover Card

Billing Address: _____ City/State: _____ Zip: _____

Print name as it appears on card: _____ Signature: _____

Please note that your signature above signifies your acceptance of Hale Northeastern's Payment Policy and Hale's Terms & Conditions of Contract.

Account#: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ Exp. Date: ___ ___/___ ___ V-Code: ___ ___ ___ ___

V-Code: MasterCard, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Your credit card statement will read "Hale Northeastern, Inc."

Order Summary:

***** PLEASE ENSURE THAT YOUR COMPANY NAME APPEARS ON ALL FORMS *****

TAXABLE ITEMS		
CARPETING, PERFBOARD, SPECIAL BACKGROUND DRAPE		$
FURNITURE RENTAL		$
RENTAL DISPLAY		$
SPECIAL SIGNS & BANNERS		$
STANDARD BOOTH SIGN (*FILL OUT FORM AND RETURN VIA MAIL OR FAX*)		***No Charge***
SHIPPING INFORMATION / MATERIAL HANDLING		*(Actual weights will be billed at show close)*
☐ **YES, I WILL UTILIZE HALE'S DRAYAGE SERVICE*** ☐ **NO, I WILL HANDLE MY OWN FREIGHT** **The Shipping / Material Handling Form must accompany this Order Summary*	**ADD 5% SALES TAX:**	**$**
	TAXABLE SUBTOTAL:	**$**
	D10	
NON-TAXABLE ITEMS		
INSTALLATION & DISMANTLING LABOR		
SIGN HANGING		
	NON-TAXABLE SUBTOTAL:	**$**
	GRAND TOTAL:	**$**
ELECTRIC & TELEPHONE WATER, CLEANING: Forms & payments go directly to the Dulles Expo Center		

Discount Price Deadline Date:
9/22/10

*Exempt customers must provide an exempt certificate for the state the show takes place in.
Resale certificates will not qualify for exempt status.

Discount prices are available for orders placed and paid for by the advance prices deadline date. Items cancelled at show site will be charged 50% of the original price. For more information, please see our Payment Policy.

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CARPETING, PERFBOARD, SPECIAL BACKGROUND DRAPE

Greater Washington Procurement Conference 2010

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October 6, 2010

Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

Standard Booth Carpeting & Additional Carpet Taping

Note: Variations in dye lot of carpet may occur in a combination of standard sizes.
Standard booths include taping of aisle sides only. Additional taping is 40¢/ft. Please indicate below if you require additional taping.

Size	Advance Price	Standard Price	Quantity	Total
9' x 10'	$152.10	$181.84	_____	$_____
9' x 15'	$228.18	$272.90	_____	$_____
9' x 20'	$304.20	$363.38	_____	$_____
9' x 30'	$456.30	$545.53	_____	$_____
20' x 20'	$782.08	N/A	_____	$_____
For longer sizes, multiply 10' increments by:	$152.10	$181.84	_____ ft.	$_____
Additional taping:	Total feet: _____	x 42¢/ft =	_____	$_____

Red Gray Blue Black Burgundy Forest Green Teal

Please Circle Carpet Color (if no color is indicated, show colors will prevail)

Special Background Drapes (includes 8' base & post and crossbar)

Size	Advance Price	Standard Price	Linear Ft. Req'd	Total
32" high drape	$6.65/ft.	$8.63/ft.	_____	$_____
8' high drape	$9.46/ft.	$11.86/ft.	_____	$_____
12' high drape	$16.33/ft.	$20.38/ft.	_____	$_____

Beige Black Blue Brown Burgundy Dusty Rose Forest Gold Lime Orange Peach Purple Red Silver White

Perfboard, Tape (Perfboard orders include 1-dozen loop hooks)

Description	Advance Price	Standard Price	Quantity	Total
Tackboard, 4' x 8 One.-sided	$ 91.00	N/A	_____	$_____
Tackboard, 4' x 8 Dbl.-sided	$134.00	N/A	_____	$_____
Perfboard 4' x 4' Panel	$81.22	N/A	_____	$_____
Perfboard 4' x 8' Panel	$122.72	N/A	_____	$_____
Perfboard 4' x 8" Shelf	$23.40	N/A	_____	$_____
Clear Packing Tape	$9.57	$9.57	_____	$_____
Double-face Tape	$20.90	$20.90	_____	$_____

Carpet Padding

Size	Advance Price	Standard Price	Quantity	Total
9' x 10'	$93.60	$112.32	_____	$_____
9' x 15'	$140.40	$168.48	_____	$_____
9' x 20'	$187.20	$224.64	_____	$_____
9' x 30'	$280.80	$336.96	_____	$_____
20' x 20'	$432.70	N/A	_____	$_____
For longer sizes, multiply 10' increments by:	$93.60	$112.32	_____ ft.	$_____

Visqueen (Heavy-Duty Plastic)

If you plan to position heavy equipment on your carpet with a forklift or are using any oil or grease substances, Visqueen **must** be ordered to cover these areas.

Calculate Square Feet: _____ft. x _____ft. = _____sq.ft.

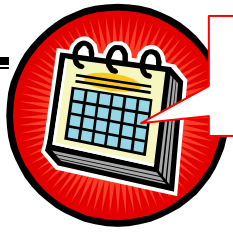
Advance Price	Standard Price	sq.ft.	Total
.94¢/sq.ft.	1.25¢/sq.ft.	_____ ft.	$_____

PAGE SUMMARY

Standard Carpeting:	$_____
Additional Taping:	$_____
Special Drape:	$_____
Perfboard:	$_____
Tape:	$_____
Carpet Padding:	$_____
Visqueen:	$_____
Total Services:	**$_____**

Please enter the total on the Order Summary (Applicable taxes not included)

D10



Discount Price Deadline Date: 9/22/10

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FURNITURE RENTAL

Greater Washington Procurement Conference 2010

Dulles Expo Center - North Hall
October 6, 2010

Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

Draped Display Tables, (6' & 8' tables are draped on 3 sides only. For 4th side draping, see option below)

Size	Advance Price	Standard Price	Quantity	Total
4' x 2' x 30"	$83.30	$108.26		$
6' x 2' x 30"	$104.21	$134.99		$
8' x 2' x 30"	$135.51	$158.60		$
4' x 2' x 42"	$101.50	$131.77		$
6' x 2' x 42"	$124.07	$160.99		$
8' x 2' x 42"	$151.94	$186.47		$
4th side - all 6' & 8' tables	$30.00	$36.60		$
Skirting for Exhibitors' Table	$60.00	$65.00		$

Gold Red Blue Plum White Silver Black Teal Brown Forest Green Burgundy

Please Circle Table Drape Color (if no color is indicated, show colors will prevail)

30" Length_____ 42" Length _____

Please indicate length and color of Skirting Only Selection

Undraped Display Tables

Size	Advance Price	Standard Price	Quantity	Total
4' x 2' x 30"	$33.18	$42.85		$
6' x 2' x 30"	$43.47	$56.78		$
8' x 2' x 30"	$51.17	$65.42		$
4' x 2' x 42"	$40.98	$53.35		$
6' x 2' x 42"	$48.26	$62.40		$
8' x 2' x 42"	$58.97	$76.96		$
Vinyl Topper (for undraped tables)		$10.40		$

Table Risers / Shelves

Size	Advance Price	Standard Price	Quantity	Total
4' x 10" white drape	$35.15	$45.55		$
6' x 10" white drape	$43.47	$56.26		$
8' x 10" white drape	$53.35	$69.68		$

Chairs, Stools & Pedestal Tables

Description	Advance Price	Standard Price	Quantity	Total
Arm Chair	$48.57	$62.71		$
Side Chair	$40.98	$53.04		$
Folding Chair	$12.48	$15.60		$
Stool w/ padded back	$58.66	$75.82		$
30" x 24" Pedestal Table	$73.74	$95.16		$
30" x 30" Pedestal Table	$84.66	$109.82		$
30" x 42" Pedestal Table	$95.37	$124.28		$

Accessories

Description	Advance Price	Standard Price	Quantity	Total
Wastebasket	$15.60	$20.70		$
8' Base & Post	$19.03	$24.96		$
Cross Bar	$9.67	$12.38		$
Floor Easel	$24.44	$31.41		$
8' Velour Rope	$26.00	$34.11		$
36" Chrome Stanchion	$26.00	$34.11		$
22"x 28" Chrome Sign Frame	$37.54	$50.44		$
Illuminated Showcase	$267.80	N/A		$
2' x 8' Grid Panels	$15.60	$26.00		$

(Please note that grid panels are not self-supporting)

PAGE SUMMARY

Draped Tables:	$_____
Undraped Tables:	$_____
4th Side Draping:	$_____
Table Risers:	$_____
Chairs, etc.:	$_____
Accessories:	$_____
Total Services:	**$_____**

Please enter the total on the Order Summary
D10 (Applicable taxes not included)

Discount Price Deadline Date:
9/22/10

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RENTAL DISPLAY

Greater Washington Procurement Conference 2010

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October 6, 2010

Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

READY WHEN YOU ARRIVE - WALK AWAY AT THE CLOSE OF THE SHOW

SOME ITEMS ILLUSTRATED ARE OPTIONAL

10' x 10' RENTAL DISPLAY... $1,430.00

Standard booth color is: White Sintra
Special colors of sintra are available on request at 10% additional:
Blue, Beige, Black, Red, Gray

The following items are included:

* 3 Back wall panels - 8' high by 10' wide total
* 2 Side wall return panels - 19" wide
* 1 lighting unit
  (outlet not included)
* 10' of carpet - your choice of color
  (see listing on Carpet Rental Form)
* Header sign in block lettering and your choice of color
  (logos, special lettering is available at additional cost)
* Daily Vacuuming

Header Copy: _____

Color Choice: _____

Description	Advance Price	Standard Price	Quantity	Total
Standard Rental Exhibits:	$1,430.00	$1,760.00	_____	$_____
ADDITIONAL OPTIONS				
White cabinet 42" high, 18" deep - with doors	$112.06	$134.58	_____	$_____
White shelf with brackets 8" deep, 39" wide	$25.48	$31.09	_____	$_____
Side return 3' high ***(1 - 10' section)***	$67.60	$82.47	_____	$_____

TOTAL CHARGES FOR BOOTH RENTAL & ACCESSORIES: $_____

Please enter the total on the Order Summary
(Applicable taxes not included)

Rental Deadline Date:
9/22/10

ORDERING BEFORE THE DEADLINE DATE WILL ENSURE AVAILABILITY!

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STANDARD BOOTH SIGN

Greater Washington Procurement Conference 2010

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October 6, 2010

Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions _____x_____

Show-Site Representative:_____ Email: _____

ATTENTION ALL EXHIBITORS!

STANDARD BOOTH SIGNS WILL BE AUTOMATICALLY PRINTED WITH YOUR COMPANY NAME.

IF YOU WOULD PREFER YOUR INDIVIDUAL SIGN TO BE PRINTED DIFFERENTLY, PLEASE USE THIS FORM TO INDICATE THE CHANGES.

IF NO CHANGES ARE REQUIRED, YOU DO NOT NEED TO RETURN THIS FORM TO HALE NORTHEASTERN, INC.

Please print or type revised sign copy here and return to the address above by September 22, 2010 or fax to (716) 896-8908

7" X 44" ID SIGN

Company Name: _____

Company Name may not exceed 26 characters, including spaces.

Sign font will be 2" Helvetica, Medium Block.

Other signs may be ordered from the Special Sign Form.

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SPECIAL SIGNS

Greater Washington Procurement Conference 2010

Dulles Expo Center - North Hall
October 6, 2010

Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

Hale Northeastern's Sign and Banner Department can produce a wide array of signs to make your exhibit be seen and be successful!

With a wide variety of fonts, colors, logo reproduction, graphics and backing material we know we can make a terrific looking sign for you!

SIGNS ARE A TERRIFIC WAY TO GET YOUR MESSAGE OUT!

If you have any questions please call (716) 896-6170

We can make a sign to fit your specific size requirements!

SOME EXAMPLES OF STANDARD SIZES:

22" x 28"
Standard Sign Holder Size
$77.17

22" x 14"
Common Table Top Size
$45.03

14" x 44"
Double the height of a standard Booth Sign
$77.17

4' x 8'
$274.25

3' x 4'
$117.83

*** All sign prices are for one or two color simple copy – about 12 words – on your choice of white backing material. Logo, graphics, additional colors or heavy copy will be quoted.**

Color of Copy: _____ **LANDSCAPE** or **PORTRAIT**
(Please circle one)

Sign Copy

Please circle your choice of backing material:

Foamcore	**Coroplast**	**Sign Card**
Foam center with paper outsides.	Colors available A corrugated plastic *most durable of the three*	White Only

Sign Size and Cost

Other options available to you

Description	Discount Price	Standard Price	Quantity	Total
Pair of Brass Grommets	$3.54	$5.30	_____	_____
Easel Back	$2.70	$4.06	_____	_____
Double Sided	*(+50% of Sign Price)*		_____	_____

Total Sign Cost: $_____

Please enter the total on the Order Summary
(Applicable taxes not included)

Add 50% After:
9/22/10

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BANNERS

Greater Washington Procurement Conference 2010

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Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

Use a creative banner to make the most of your Exhibit space!

Banners

Size	Advance Price	Standard Price	Quantity	Total
2' x 8'	$150.59	$225.89	_____	$_____
3' x 8'	$212.68	$319.02	_____	$_____

All banners have grommets for easy hanging.

Logos, Graphics

Special graphics, including logos, can be added for a custom designed banner.

Description	Advance Price	Standard Price	Quantity	Total
Logo/Graphic Reproduction Charge	$45.34	$68.02	_____	$_____

Please send us a camera ready logo you want to appear on your banner.

Lettering, Background Colors

There are several choices of background colors available, as well as a variety of letter styles & colors, to enable you to acquire an appealing banner.

Royal Blue
Red
Navy Blue
White
Teal
Black
Purple
Kelly Green
Forest Green
Burgundy
Gray
Orange
Brown
Gold
Pink
Yellow

These are just some of the color choices available to you. Please contact us if your desired color is not listed.

Banner Copy:	Letter Color Choice:	Background Color Choice:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Add 50% After:
9/22/10

PAGE SUMMARY

Banners: $_____

Logo Reproduction: $_____

Total: $_____

Please enter the total on the Order Summary
(Applicable taxes not included)

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SIGN HANGING

Greater Washington Procurement Conference 2010

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Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

HANGING SIGN RATES & RESTRICTIONS

A FLAT RATE OF $210.00 WILL BE CHARGED TO INSTALL AND TAKE DOWN YOUR FIRST SIGN
EACH ADDITIONAL SIGN TO BE HUNG IN THE SAME BOOTH WILL COST $90.25

Hale Northeastern is responsible for the installation of all signs hung from the ceiling beams. No exhibitor or I & D company will be allowed to hang signs. A sketch of your sign with dimensions and weight must be sent to Hale no later than one week prior to the first day of set up.

All signs to be hung from the ceiling must be delivered to show site on the first day of set up, or other arrangements may be made by calling our office.

In addition to all of the above, your hanging sign must comply with show management rules and regulations. If you are in doubt regarding compliance, please contact show management before completing and returning this form to Hale Northeastern.

TO GUARANTEE SIGN HANGING, SIGNS/BANNERS MUST BE ON SHOWSITE BY:

Tuesday, October 5, 2010

Banners not received by this date will be installed at the discretion of the decorator.
Failure to adhere to this deadline date may result in an inability to have your sign/banner installed.

Installation/Removal

Please complete the following information:

Number of feet from floor to top of sign: _____ft.

Number of feet in from left side: _____ft.

Number of feet in from front aisle: _____ft.

Does your sign require electrical connection?: ☐ **NO** ☐ **YES**

(If YES, please complete the Electrical form included in this packet.)

Restrictions

Installation and removal times will be established by Hale Northeastern per the availability of the halls and access to area under sign.

PAGE SUMMARY

Initial Sign:: $_____

Additional Signs: $_____
(+$90.25)

Total Services: **$**_____
Please enter the total on the Order Summary
(Applicable taxes not included)

D10

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INSTALLATION & DISMANTLE LABOR

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Company Name:_____ Booth No.(s):_____

Phone:_____ Fax:_____ Booth Dimensions:_____x_____

Show-Site Representative:_____ Email:_____

STRAIGHT TIME
Monday – Friday
8am – 4pm

There is a minimum labor / forklift charge of one-hour. Additional hours will be invoiced at ½ hour increments.

OVERTIME
Mon. – Fri., Before 8am, After 4pm
Weekends, Holidays

Installation/Dismantle Labor (please choose between Exhibitor Supervision and Hale Supervision)

SUPERVISED BY EXHIBITOR PERSONNEL – Starting time can be guaranteed only in those instances where men are requested to start at 8am unless the beginning of the show set-up time is later in the day. We will make every effort to accommodate later starting times; however, it is impossible to gauge the completion of previously assigned jobs. Exhibitors must sign labor out at the service desk & labor charges will continue until the exhibitor returns to the desk to sign in his labor.

	# of men		# of hours		Straight-Time Rate		Overtime Rate		Total
Installation:	_____	x	_____	x	$63.00	or	$94.50	=	$_____
Dismantle:	_____	x	_____	x	$63.00	or	$94.50	=	$_____

_____
Supervisor Name (Please Print)

_____
Supervisor Contact Number

Date service is required:_____ **Time service is required**:_____

SUPERVISED BY HALE NORTHEASTERN PERSONNEL – Supervision will be provided by Hale Northeastern, Inc. and all pertinent information should be forwarded with this order, including blueprints, set-up instructions, photographs and shipping information. The charge for supervision is 25% of the total labor bill with a $26.50 minimum on installation and a $21.50 minimum on dismantling.

	# of men		# of hours		Straight-Time Rate		Overtime Rate		Subtotal		*Hale Supervision:* Minimum		25% of Subtotal		Total
Installation:	_____	x	_____	x	$63.00	or	$94.50	=	$_____	+	$26.50	or	_____	=	$_____
Dismantle:	_____	x	_____	x	$63.00	or	$94.50	=	$_____	+	$21.50	or	_____	=	$_____

Forklift Services (cost includes Hale Northeastern operator)

Check in at the Hale Northeastern Service Desk at your scheduled time to confirm forklift service. Due to liability, forklifts may only be operated by an authorized Hale Northeastern employee.

	Time of Day		# of hours		Straight-Time Rate		Overtime Rate		Total
Installation:	_____	x	_____	x	$130.00	or	$195.00	=	$_____
Dismantle:	_____	x	_____	x	$130.00	or	$195.00	=	$_____

Date service is required:_____

Plastic Banding, Shrink Wrap

There is a minimum charge of ½ hour for plastic banding and/or shrink wrap.

Plastic Banding is .80¢ per foot plus ½ hr. labor Shrink Wrap is $32.00 per pallet (includes labor)

THERE WILL BE A ONE-HOUR PER MAN *NO-SHOW* CHARGE, unless notice is given to Hale Northeastern, Inc. at least 24 hours prior to the date and time requested.

PAGE SUMMARY

Installation Labor:	$_____
Installation Supervision:	$_____
Dismantle Labor:	$_____
Dismantle Supervision:	$_____
Forklift Service:	$_____
Plastic Banding:	$_____
Shrink Wrap:	$_____
Total Services:	**$**_____

Please enter the total on the Order Summary
(Applicable taxes not included)

D10

PLEASE MAKE SURE EVERY PIECE TO SHIP IS LABELED & EXHIBITOR INFORMATION IS COMPLETE

These labels are provided for your shipping convenience. *** **PLEASE DO NOT RETURN THEM TO HALE NORTHEASTERN*** Place one on each piece to be shipped to ensure proper delivery (please note that one label is for the Advance Warehouse and one is for Direct to Show Site). If more labels are needed, copies are acceptable. Shipments arriving without this information will not be accepted by Hale Northeastern at the Advance Warehouse or on Show Site.

CUT HERE

ADVANCE TO WAREHOUSE

Shipments arriving between: September 20th – October 4th

FREIGHT LABEL

SHIP TO:

Greater Washington Procurement Conference
c/o ABF Freight / Hale Northeastern
7850 Wellingford Drive
Manassas, VA 20109

SHOW INFORMATION
Greater Washington Procurement Conference 2010
Dulles Expo Center - North Hall
October 6, 2010

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

CUT HERE

DIRECT TO SHOW SITE

Shipments arriving on or after: October 5th

FREIGHT LABEL

SHIP TO:

Greater Washington Procurement Conference
c/o Hale Northeastern, Inc.
Dulles Expo Center – North Hall
4368 Chantilly Shopping Center
Chantilly, VA 20151

SHOW INFORMATION
Greater Washington Procurement Conference 2010
Dulles Expo Center - North Hall
October 6, 2010

Booth# _____

Exhibitor Name: _____

Contact Name: _____

Phone#: _____

HALE NORTHEASTERN
828 E. Ferry Street, Buffalo, New York 14211
Phone: (716) 896-6170 * Fax: (716) 896-8908

SHIPPING / MATERIAL HANDLING

Greater Washington Procurement Conference 2010

Dulles Expo Center - North Hall
October 6, 2010

MAIL OR FAX THIS FORM TO HALE NORTHEASTERN ALONG WITH A SIGNED COPY OF "LIMITS OF LIABILITY" FORM

Explanation of Drayage/Material Handling Charges: Urgent! *Please initial your understanding of these terms*_____

- ***Drayage is the process of accepting your freight, delivering it to your booth & storing your crates.*** Charges apply for this service whether we receive your freight at the Advance Warehouse or Direct at the show-site. Hale will provide storage labels at our on-site service desk & will return stored crates to your booth at the end of the show. Shipments will then be loaded on your designated carrier. ***All shipping to and from the show or advanced warehouse must be arranged through your own freight carrier.***
- ***Any shipment arriving at either the Advance Warehouse or Direct to show site without prior notification will not be released until payment is received and an authorized signature from the exhibitor is obtained***, regardless of having a credit card # on file.
- ALL SHIPMENTS MUST BE PRE-PAID – Collect shipments will not be accepted. **The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.**

Avoiding Drayage Charges:.

- While on-site, you are welcome to intercept, sign for, and transport your own shipments at any time. Please be sure to have a representative on-site at the delivery point awaiting arrival. ***Representatives must remain outside the Hale offices.*** Please indicate your Drayage preference below.

☐ **YES, I WILL UTILIZE HALE'S DRAYAGE SERVICE**
☐ **NO, I WILL HANDLE MY OWN FREIGHT**

Outbound Freight: Urgent! *Please initial your understanding of the following terms* _____

- ***BECAUSE HALE NORTHEASTERN'S LEASE TO THE SHOW-FLOOR EXPIRES SHORTLY AFTER DISMANTLE, IT IS IMPERATIVE THAT ALL FREIGHT BE REMOVED FROM THE FACILITY BY THE PUBLISHED EXIT TIMES.*** For this reason, if your preferred Carrier does not pick up within the time allotted for the removal of exhibits, ***we reserve the right to forward such materials by the shipping method of our choice*** or to remove said material to our warehouse for disposition. **HALE NORTHEASTERN, INC. SHALL HAVE AUTHORITY TO ENACT THIS POLICY WITHOUT FURTHER CLEARANCE FROM EXHIBITORS.** Hale Northeastern is not responsible for losses or overages that occur through the billing of their selected carrier. Exhibitors are responsible for all shipping costs and storage fees that may be incurred through this method.
- It is the exhibitor's responsibility to arrange carrier pick-up, to label each piece of inbound freight clearly and to complete a Hale Bill of Lading for each shipment. Hale Bills of Lading may be obtained at the on-site service desk.

Inbound Drayage / Freight Handling Costs:

				Rates/100 lbs.		
	NUMBER OF PIECES	ESTIMATED TOTAL WEIGHT	CARRIER (S)	*Less than 25 lbs*	*25 lbs – 200 lbs* ** 200 lbs minimum **	*over 200 lbs*
ADVANCE WAREHOUSE September 20th – October 4th				**$25 for first item $5 each add'l item**	**$74.75 x 2 = $149.50** ***Discount available to ABF customers only***	**Multiply by $74.75**
DIRECT SHOW SITE On or after October 5th				**$25 for first item $5 each add'l item**	**$62.50 x 2 = $125.00**	**Multiply by $62.50**

Credit Card Authorization to be used for Hale services only. We accept American Express, Visa, MasterCard, & Discover.

Company Name: _____ **Phone #:** _____ **Booth #:** _____

Billing Address: _____ **City/State:** _____ **Zip:** _____

Print name as it appears on card: _____ **Signature:** _____

Account#: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ **Exp. Date:** ___ ___/___ ___ **V-Code:** ___ ___ ___ ___

V-Code: MC, Visa, Discover = 3-digit code on back, American Express = 4-digit code on front

Show-Site Representative: _____ **Email:** _____

H09

MATERIAL HANDLING LIMITS OF LIABILITY AND RESPONSIBILITY

1. Hale Northeastern Inc. shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Hale Northeastern Inc. shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth and left unattended.
3. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hale Northeastern for such shipments.
4. Hale shall not be responsible for loss, damage, theft or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Bills of lading covering outgoing shipments, which are furnished to Hale by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
5. Hale shall not be responsible for any loss, damage, or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind, or to any cause beyond its control. Hale's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Hale's maximum liability shall be limited to $.30 per pound per article with maximum liability of $50.00 per item and $1000.00 per shipment, whichever is less.
6. Hale shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of a shipment to Hale by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
8. Hale shall not be responsible for theft or damage while empty crates are in storage.
9. Material left behind without orders at the Material Handling Desk may be classified as abandoned. The Material Handling Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
10. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Hale Northeastern Inc. is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Hale Northeastern are based on the value of the material handling services and the scope of Hale Northeastern liability as set forth above.
    - Please be sure that your insurance coverage is effective from the time your equipment leaves its point of origin until its return to its final destination after the show. Your public liability insurance should be in effect and adequate to protect you against any claims arising out of the operation of your exhibit. Hale Northeastern Inc. policies **DO NOT** include any coverage for individual exhibitors and cannot be held liable, under any circumstances, for any loss or damage of any kind. We will, however, take every precaution possible to protect your shipment prior to your representative's arrival.

Payment Policy & Shipments

- **Hale Northeastern must have a valid credit card on file before freight will be delivered to your booth. Collect shipments will not be accepted. Please complete the credit card** authorization provided in this kit. Shipping / Material Handling charges will be incurred at the close of the show.
- All shipments must adhere to the arrival dates listed. Shipments arriving prior to move-in time must be consigned to the advance shipping warehouse. The exhibit facility has no provision for accepting or handling freight prior to the scheduled move-in date.
- We cannot guarantee shipment arrival times. Please be sure to request that your carrier delivers your total shipment at one time.
- BILLED WEIGHT is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the nearest one hundred pounds (100 lbs.) and is taken from the INBOUND BILL OF LADING and/or the Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Hale. This weight will prevail. **THERE IS A 200 lbs. MINIMUM CHARGE ON ALL SHIPMENTS OVER 25 lbs.**

ORDER FOR MATERIAL HANDLING SERVICES:

We hereby authorize Hale Northeastern Inc. to handle our shipment(s) in accordance with the information set forth above in the "Limits of Liability" section of this form, and we further agree to the following:

A. We agree to the "limitations of Hale's Liability and Responsibility" as set forth above.

B. We agree that Hale's liability shall be limited to any loss or damage which results solely from Hale's negligence in the actual physical handling of the items comprising our shipment(s), and not for any other type of loss or damage.

C. With particular reference to subparagraphs A and B of the above, we agree, in connection with the receipt, handling, storage, and re-loading of our materials at the convention site (as distinct from Hale's warehouse), that Hale will provide its services as our agent, and not as bailee or shipper. If any employee of Hale shall sign a delivery receipt, bill of lading, or other documents, we agree that Hale will do so as our agent, and we accept the responsibility therefore.
    1. Relative to outgoing shipments after the show, we recognize that there will be a lapse of time between the completion of packing and the actual pickup of our materials from our booth for loading into a carrier, and that during such time our shipment will be left unattended in our booth. We agree that Hale shall not be responsible for any loss or damage during such period, and we authorize Hale to adjust the quantities of items on any bill of lading left by us with Hale to conform to the actual count of such items in the booth at the time of pickup.

D. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

E. We agree, in the event of a dispute with Hale relative to any loss or damage to any of our materials or equipment, that we will not withhold payment of any amount due to Hale for drayage or any other services provided by Hale as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hale within 30 days from the close of the show for all such charges, and we further agree that any claim we may have against Hale shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

I have read and understand the material handling rate sheet as well as the material handling limits of liability as stated on the enclosed sheets. (Signature)_____

Show Name ***Greater Washington Procurement Conference 2010*** Company Name: _____

Print Name: _____ Booth No. _____

Signature: _____ Date: _____

THIS AUTHORIZATION MUST BE SIGNED AND RETURNED TO HALE NORTHEASTERN BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

HALE NORTHEASTERN INC.

828 E. Ferry Street, Buffalo, New York, 14211
(716) 896-6170
FAX: 896-8908

OUTBOUND SHIPPING INFORMATION

- **All outbound shipments must have a Hale Northeastern bill of lading filled out and returned to the Hale Service Desk. These supplies can be obtained at the desk.**
- **You MUST arrange pick up of your show materials with the Common Carrier of your choice. Pick up should be scheduled for the close of the show.**
- **Under normal circumstances, Hale will be onsite the next business day after your show closes from 8:00AM until 12:00Noon. This standard is subject to change per show-floor availability. We will place your items on your preferred carrier's truck during those hours, if you were unable to arrange pick-up the previous day.**
- **See Hale Northeastern's Exhibitor Kit for Limits of Liability on shipping items.**

THERE ARE THREE OPTIONS FOR OUTBOUND SHIPMENTS:

#1 **Hale has designated ABF FREIGHT as the official show carrier. If you choose to use ABF, we will arrange for the pickup of your goods from showsite. ABF Bills of Lading can be obtained from the Hale Service Desk for this method. Freight charges will be billed through ABF Freight.** ***(Note: Drayage/Material Handling fees will be billed through Hale.)***

If you have an established account with ABF Freight, you will receive your negotiated contractual discounts and be invoiced directly from ABF Freight for your freight charges.

Save $$$ by using ABF Freight!

ABF Freight offers exhibitors the following perks when selecting them as YOUR freight carrier:

1) **Receive substantial Show Carrier discounts! First, select ABF Freight as your carrier. Then, write or type "TSTR" on your bill of lading when shipping. That's all you have to do to save big on your shipping costs!**
2) **If your shipment is larger than 5,000 lbs. a Volume Rate can be requested.**
3) **If your materials need Expedited or Air handling, Timekeeper Guaranteed is available.**
4) **Easy Access! ABF Freight can be contacted at 800-654-7019 to arrange your Shipping needs. Also, check out their website at www.abf.com.**

#2 **You may choose ANY carrier as long as they pick up on the day the show closes or the next business day by Noon. A Hale Bill of Lading must be completed, along with a copy of your carrier's Bill of Lading.**

CRITICAL NOTE: **Because Hale's lease to the show-floor expires shortly after dismantle, if the freight carrier you have selected has not arrived by the close of freight deadlines, Hale MUST force the freight off the floor FOR THE SECURITY OF YOUR MATERIALS. Hale will use ABF Freight. IF EXHIBITORS SELECT A CARRIER OTHER THAN ABF, IT IS THE RESPONSIBILITY OF THE EXHIBITOR TO CONTACT THE CARRIER OF THEIR CHOICE. HALE DOES NOT CONTACT ANY TRUCKING COMPANY OTHER THAN THE SHOW CARRIER.**

#3 **You may also ship via FEDEX or UPS. As with all common carriers, you must contact FedEx or UPS yourself with your account numbers and have them pick your packages up on showsite at the close of the show or the next business day by Noon.**

To avoid drayage charges, exhibitors MUST bring Fed Ex & UPS shipments to the Hale Service Desk, otherwise handling fees may be assessed.

DULLES EXPO AND CONFERENCE CENTER

EXHIBITOR RULES AND REGULATIONS

Dulles Expo & Conference Center would like to welcome you and wish you a successful event at our center. We would like to express to you that our staff and management is here to assist you in any way possible to insure a safe and prosperous show. Dulles Expo & Conference Center Management holds the rights to control and enforce all Rules and Regulations and all applicable laws. If you have any questions and/or concerns in regards to the following rules, please bring it to the attention of our staff. We do appreciate your input and we wish you a successful show at our facility.

PARKING

KEEP ALL FIRE LANES CLEAR AT ALL TIMES FOR IMMEDIATE USE BY EMERGENCY VEHICLES

A. Parking in fire lanes is prohibited. No parking in fire lanes is allowed during move-in or move-out. If parked in one of these areas, your vehicle may be ticketed and towed at your own expense.
B. Parking lot is for attendees and exhibitor parking only. Parking lot is not to be used as an exhibit space without a written permission from Dulles Expo Management.
C. Campers, RV's, trucks and oversized vehicles are not allowed to stay overnight at the Dulles Expo Center. Your vehicle may be ticketed and/or towed at your own expense.

UTILITY CONNECTIONS

A. All services for electric, phones, plumbing and connection of any other utility service will be provided exclusively by the staff of Dulles Expo & Conference Center.
B. PLEASE NOTE! A surge protector is required when connecting to the facility power supply. This is a Fairfax County ordinance and there will be no exceptions. The exhibitor or vendor may utilize their own surge protector, or one will be provided by the facility for an additional charge
C. Power strips shall be polarized or grounded type, equipped with over current protection, and shall be UL listed.
D. Power strips shall be directly connected to a permanently installed receptacle
E. Electrical cords used must be of the three-wired type, and all the equipment used must be U.L. approved. They shall be maintained in good condition without splices, deterioration or damage.
F. Dulles Expo and Conference Center will not be responsible for voltage fluctuation or power failure.
G. Dulles Expo and Conference Center will not be responsible for any inferior equipment.
H. All material and equipment furnished by Dulles Expo for any of the services shall remain the property of the Center and it shall not be removed except by the staff of Dulles Expo.
I. No outside water may be brought to our facilities to fill up ponds, spas, tubs, etc.
J. The use of batteries or battery charger packs to generate electric in the facility is prohibited under all circumstances per the Fairfax County Fire Marshal's Office. No Exceptions.

DECORATIONS/BANNERS/SIGNAGE

A. All decorative materials must be flame retardant in accordance with the Public Safety and Fire Regulations and to meet the Fairfax County Fire Safety Code. This includes drapes, banners, all decorative fabrics, poster paper, foam cores board as well as hangings, curtains and drops, projection screens, plastics and all other decorative materials. You must have in

your possession and be prepared to show documentation that the material is flame retardant. No flammable material such as bunting, tissue paper, crepe paper, straw, hay, etc. shall be used as decorations in the facility.

B. Nothing may be taped, nailed or other wise affixed to ceilings, fire sprinklers, walls, painted surfaces, doors, glass doors, columns, furniture or floor, including but not limited to: decorations, banners, signs, adhesive-backed (stick-on) or any other material.
C. No holes may be drilled, cored or punched on the property of Dulles Expo.
D. Tape used for carpet installation must be removed immediately following the show. There will be a fee assessed to any one who will leave carpet and/or tape residue on the show floor.
E. Damage fees will be assessed for any damages done to the facility.

FOOD AND BEVERAGE

A. If your exhibit contains any selling and or sampling of food and/or beverage while at the show, a written permission must be obtained in advance from Dulles Expo and Conference Center. There will be no exceptions. Please call the center to arrange for the documents required.
B. Concession will be open during show hours unless otherwise requested by show management. Outside food and beverage will not be allowed in the building and it will be denied access to the facility by building security.
C. NO ALCOHOLIC beverages allowed into or out of the center. It is a violation of our ABC license. Dulles Expo and Conference Center reserves the right to inspect coolers, vehicles, boats, RV's, etc. This includes the move-in and move-out periods.
D. The use of the permanent food and beverage service areas is reserved for Dulles Expo & Conference Center except upon written permission from our management. These stands shall not be blocked at any time.

MISCELLANEOUS

A. Under the provisions of State and County Laws, The Dulles Expo and Conference Center are Non-Smoking buildings. Smoking is strictly prohibited in all areas within the buildings (conference center, exhibit floor, meeting rooms) at all times.
B. All Emergency exits and required aisles shall be kept clear of obstructions at all times.
C. NO OPEN FLAME allowed in the buildings, **candles shall not be lit at any time.**
D. No live animals, reptiles, fish or birds are permitted to enter the facility unless a written permission has been obtained in advance from the management of Dulles Expo Center. Only a properly muzzled "guide dog" accompanying a person in need of assistance is allowed at the center.
E. A written permission is required for any collections, donations, whether for charity, business or personal.
F. Tents and/or canopies that are inside the hall may not be larger than a 10'X10' area. The structure needs to be flame retardant and shall have the proper documents and certification attached and available on site at all times.
G. Black powder is strictly prohibited in the building.
H. Display vehicles must obtain written permission from the management of Dulles Expo Center at least four weeks before show opening. Such vehicles must conform to State and County fire codes.

   These rules apply to all Liquid or Gas Fueled vehicles, boats or other motorcraft:

   - Fuel in tanks shall not exceed one-eighth of a tank.
   - Fuel Tanks and fill openings are closed and sealed to prevent tampering.
   - Vehicles, boats or other mototcraft equipment shall not be fueled or defueled within the building.
   - Batteries shall be disconnected.

IMPORTANT FIRE MARSHAL RULES / REGULATIONS

PLEASE READ CAREFULLY!

A. All decorative materials **must be Flame Resistant in accordance with NFPA 701**.** This includes drapes, banners, all decorative fabrics, poster paper, foam cores board as well as hangings, curtains and drops, projection screens, plastics and all other decorative materials. **No** flammable material such as bunting, tissue paper, crepe paper, **straw, hay**, etc. shall be used as decorations in the facility. You must have in your possession and be prepared to show documentation that the material is flame retardant.

B. There will be **No Cooking of food** that produces grease-laden vapors or cooking in grease permitted without prior approval of Dulles Expo Center and the Fire Marshal's office. All cooking demonstration must provide a 5lb fire extinguisher within their booth. If you are cooking with any kind of oil (Please obtain approval first), then a class "K" fire extinguisher is required. Please contact Terri Harrison @ 703-766-1306.

C. Electrical cords used must be of the three-prong, heavy duty commercial type UL Approved, and all the equipment used must be U.L. approved. They shall be maintained in good condition without splices, deterioration or damage.

D. Power strips shall be grounded or three-prong type, equipped with a circuit breaker, and shall be UL or ETL listed. Power strips shall be directly connected to a permanently installed receptacle

E. The use of batteries or battery charger packs to generate electric in the facility is prohibited under all circumstances **No Exceptions**

For Garden Displays that may contain MULCH

If your display contains mulch please keep the mulch moist at all times, even during show hours. You can usually achieve this by watering your mulch every night after show closing hours and every morning prior to show opening. Please check with show management if special arrangements are required.

Following is for Exhibitors with Fire Places / Propane Burners:
New for 2009: A permit needs to be filed with Dulles Expo Center / Fairfax County Fire Marshal's office, please contact Terri Harrison for more information.

1. All materials in close proximity to Fireplace / Propane Burners must be flame resistant. You must have in your possession and be prepared to show documentation that the material is flame retardant.
2. Propane fuel for the fireplace is limited to one container per exhibitor, the capacity of the propane container is limited to a maximum of 1 (one) pound of LPG gas
3. Extra propane tanks CANNOT be stored in the building, new propane tanks can be brought in on as needed basis only with prior approval from the Dulles Expo Center.
4. Exhibitors must be in the booth at all times when Fireplace is turned on. If the exhibitor leaves their booth at any time, the fireplace must be fully turned off.
5. Exhibitor must have quick and easy accessibility to a 5lb Fire Extinguisher of type ABC in their booth.
6. No items or displays can be above the fireplace at any time.
7. These conditions must be adhered to and are subject to FINAL APPROVAL OF THE FIRE MARSHAL AT TIME OF INSPECTION.
8. Lit Candles are Not Allowed at Dulles Expo Center, No Exceptions.

**** Where required to be flame resistant, decorative materials shall be tested by an approved agency and meet the flame propagation performance criteria of NFPA 701. Reports of test results shall be prepared in accordance with NFPA 701 and furnished to the fire code official upon request.**

IMPORTANT FIRE MARSHAL RULES / REGULATIONS

PLEASE READ CAREFULLY!

Following is for Exhibitors with Fire Places / Propane Burners:

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DULLES EXPO & CONFERENCE CENTER (DECC)
Electrical Services Request

Original Order Form and payment in U.S. dollars must be received **15 days** prior to show **opening** date to qualify for **Advance Rate**.

Please Make remittance payable to: DULLES EXPO CENTER, P.O. Box 221075, Chantilly, VA 20153-1075

www.DullesExpo.com E-mail: Ksink@dullesexpo.com

Phone :(703) 378-0910 Direct/Exhibitor Services: (703) 766-1312 FAX: (703) 378-2080

SHOW:	SHOW DATES:	BOOTH NO.:	
FIRM NAME:	PHONE:	FAX:	
ADDRESS:	CITY:	STATE:	ZIP:
ORDERED BY:			

PAYMENT IN FULL is due at time services are ordered. Please indicate your method of payment. ( ) Amex ( ) MC ( ) Visa ( ) Disc ( ) Check

CREDIT CARD AUTHORIZATION: Your signature authorizes Dulles Expo & Conference Center to DEBIT your credit card account for ALL outstanding charges associated with this event.

CREDIT CARD NUMBER CVV CODE EXPIRATION DATE

PLEASE NOTE! A SURGE PROTECTOR IS REQUIRED WHEN CONNECTING TO THE FACILITY POWER. THIS IS A FAIRFAX COUNTY ORDINANCE, THERE WILL BE NO EXCEPTIONS. EXHIBITORS MAY UTILIZE THEIR OWN SURGE PROTECTOR, OR ONE WILL BE PROVIDED FOR AN ADDITIONAL CHARGE.

AUTHORIZING SIGNATURE	NAME AS IT APPEARS ON CREDIT CARD	DATE

120 VOLT ELECTRIC SERVICE CONNECTIONS 60 HZ/AC

QTY	DESCRIPTION	ADVANCE	STANDARD	AMOUNT
	OUTLET UP TO 1000 WATTS (10 AMPS)	$ 95.00	$145.00	
	OUTLET UP TO 1500 WATTS (15 AMPS)	$ 135.00	$195.00	
	OUTLET UP TO 2000 WATTS (20 AMPS)	$155.00	$225.00	
	PLUG IN STRIP – 6 OUTLETS (**POWER NOT INCLUDED**)	$25.00	$35.00	
	EXTENSION CORD (**POWER NOT INCLUDED**)	$25.00	$35.00	
	150 WATT FLOOD LAMP – CLAMP ON (**POWER & LABOR INCLUDED**)	$65.00	$95.00	
	4' TRACK WITH THREE LIGHTS – 75 WATTS EA. (**POWER & LABOR INCLUDED**)	$130.00	$190.00	

MOTOR & EQUIPMENT OUTLETS Maximum of one (1) connection per power outlet

QTY	DESCRIPTION	ADVANCE	STANDARD	AMOUNT
	208 V (1) PHASE			
	20 AMP/2 H.P. OR LESS (ADD LABOR)	$289.00	$400.00	
	30 AMP/3 H.P. OR LESS (ADD LABOR)	$339.00	$483.00	
	40 AMP/3 H.P. OR LESS (ADD LABOR)	$399.00	$524.00	
	60 AMP/5 H.P. OR LESS (ADD LABOR)	$450.00	$629.00	
	208 V (3) PHASE			
	20 AMP /3 H.P. OR LESS (ADD LABOR)	$389.00	$540.00	
	30 AMP/5 H.P. OR LESS (ADD LABOR)	$459.00	$645.00	
	40 AMP/7 H.P. OR LESS (ADD LABOR)	$559.00	$842.00	
	60 AMP/10 H.P. OR LESS (ADD LABOR)	$800.00	$920.00	
	100 AMP/20 H.P. OR LESS (ADD LABOR)	$998.00	$1220.00	
	200 AMP/20 H.P. OR LESS (ADD LABOR)	$1759.00	$1999.00	

LABOR: Labor will be charged in ½ hour increments (Minimum charge – ½ hour to connect and ½ hour to disconnect)

	QTY	HOURLY RATE	AMOUNT
STRAIGHT TIME MONDAY – FRIDAY 8:00 AM TO 4:30 PM (Except Holidays)		$80.00	
OVERTIME Monday-Friday 4:30p-8:00a, All Day SATURDAYS, SUNDAYS & HOLIDAYS		$130.00	

****ORDERS FOR 24 HOUR SERVICE ADD 100%, HIGHLIGHT AND MARK PAYMENT AS 24 HOUR POWER:**
(This service is provided for items such as Refrigerators, Freezers, Aquarium, etc…)

TOTAL DUE :

REAR

LEFT | STANDARD BOOTH | RIGHT

Attach scaled schematic drawing showing locations of services, and other technical information critical to this exhibit, or indicate booth dimensions and show general locations of outlets on diagram above.

- **Electrical power for all booths will be turned on ½ hour before show opening and turned off at closing.**
- **Please enclose sketch or NEMA number of 208V power outlets**

DECC USE ONLY

Received by_____

Payment Type: ( ) Amex ( ) MC ( ) Visa ( ) Check

Ck #_____

Auth. #_____

Updated Oct 09

DULLES EXPO & CONFERENCE CENTER (DECC)
Electrical Services Request

Service Order Information

USE OF BATTERIES TO GENERATE ELECTRIC IN THE BUILDING IS PROHIBITED UNDER ALL CIRCUMSTANCES. NO EXCEPTIONS.

1. Conditions for processing service order forms are
   a) Payment and credit card information for service must accompany service request. Date payment is received shall determine the applicable rate.
   b) Incomplete information regarding hook up or power requirement will delay processing.
   c) Booth number(s) must be identified on face of form.
   d) Desired location of power in large booth(s) must be designated, attach floor plan.
   e) If third party billing is required, service contract must include company name, c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. No credit will be given for equipment or service cancelled after installation.
3. Claims will not be considered unless filed in writing with DECC by Customer prior to the close of the show identified on this agreement. Any complaint or claim should be brought in writing to the service Desk prior to the end of the event.
4. Unless otherwise noted, all material and equipment furnished by DECC for service shall remain the property of DECC and shall be removed only by DECC at the close of the show.
5. Permanent building utility outlets (e.g., at base of columns) are not part of booth space and are not to used by exhibitors.
6. Use of open clip sockets, latex or lamp cord wire, duplex or triplex attachment plugs in exhibits are prohibited.
7. All exhibitor cords must be of the three-wired type and surge protected. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized shall be grounded.
8. All electrical outlets will be installed on the floor at the draped back wall in line booth and peninsula spaces. Exhibitors with hard wall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and materiel basis. Overhead power to island booths will be dropped to one main location per the exhibitor's floor plan. If no plan is provided, the power will be installed at our discretion. Additional overhead power drops are chargable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
9. All electrical equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horse power, etc. Unless otherwise directed, DECC installers are authorized to cut floor coverings to permit installation of service.
10. DECC is not responsible for voltage fluctuation or power failure due to temporary conditions.
11. All electric service connections (110 volt) include two female outlets unless a multibox or plug in strip is ordered.

Customer's Duties.

1. Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments or additions to the equipment without DECC's written consent. Only DECC employees or approved personnel are authorized to modify wiring.
2. Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance or other cause within reasonable control of Customer, its representatives, employees, agents or invitees.

Events of Customer Default. Customer shall be in default hereunder if Customer fails to pay when due any rental payment of service charges or any other indebtedness to DECC, or Customer fails to return the equipment to DECC when required to do so hereunder, or fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder.

Limitations of Liability.

1. DECC's obligations under this agreement should not be liable for delay, failure to perform, or damage or destruction, or malfunction of the equipment or services or any consequence of any of the above, caused, occasion or due to fire, flood, water, the elements, labor disputes, or shortages, utilities curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God, or public enemy, war, military or government requisition, shortages of equipment or supplies, and availability of transportation, acts or omissions of anyone other than DECC, it's representatives, agents or employees, or any other cause beyond DECC's reasonable control.
2. In no event shall DECC be liable to the Customer or any other party for special collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of DECC or breach of any of the provisions of this agreement regardless of the form of action, including strict liability and negligence even if DECC has been advised of the possibility of such damages or for any damages caused by the Customers failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, toll or other consequential or indirect economic loss.
3. Customer acknowledge and agrees that neither the owner of the building or the prime licensee or other party responsible for the show in which Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Customer for any failure or defect in such equipment and services. With some exceptions, no one other than a DECC electrician can make any electrical connections or install/remove cable or fixtures. Please consult Show Management or DECC personnel for additional information.
4. Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless DECC and its agents, employees, officers, directors and any and all successors and assignees from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses including reasonable attorney fees in contract which result from or arise out of the negligent or wrongful use of the equipment or the services or from the acts or omissions of the Customer or its representative, agents, employees, or invitees.
5. This agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersede all prior oral or written discussions or agreements. This agreement may be amended only by written agreement executed by both parties.

DULLES EXPO & CONFERENCE CENTER (DECC)
Telephone / Internet Service Request

Original Order Form and payment in U.S. dollars must be received **15 days** prior to show **opening** date to qualify for **Advance Rate**.

Please Make remittance payable to: DULLES EXPO CENTER, P.O. Box 221075, Chantilly, VA 20153-1075
Main Phone: (703) 378-0910 **www.DullesExpo.com** **Direct/Exhibitor Services: (703) 766-1312**
Fax: (703) 378-2080 **Email: ksink@dullesexpo.com**

SHOW:	SHOW DATES:	BOOTH NO.	
FIRM NAME:	PHONE:	FAX:	
ADDRESS:	CITY:	STATE	ZIP
ORDERED BY:			

PAYMENT IN FULL is due at time services are ordered. Please indicate your method of payment. ( ) Amex ( ) MC ( ) Visa ( ) Disc ( ) Check

CREDIT CARD AUTHORIZATION: Your signature authorizes Dulles Expo & Conference Center to DEBIT your credit card account for ALL outstanding charges associated with this event.

CREDIT CARD NUMBER | CVV CODE | EXPIRATION DATE

AUTHORIZING SIGNATURE | NAME AS IT APPEARS ON CREDIT CARD | DATE

TELEPHONE Connection

SERVICES	QUANTITY	ADVANCE	STANDARD	TOTAL
ANALOG LINES SINGLE STATION: Includes local and toll free calls, (For incoming and outgoing voice, credit card, fax, etc.)		$ 195.00	$225.00	
PHONE INSTRUMENT:		$ 25.00	$35.00	
LONG DISTANCE CAPABILITY: Unlimited Long Distance Calls		$225.00	$250.00	

INTERNET Connection

SERVICES	QUANTITY	ADVANCE	STANDARD	TOTAL
DIRECT CONNECTION / ETHERNET 512k: (High Speed Internet Access) This internet hook-up includes one IP address, if additional nodes will be connected, then additional IP addresses must be purchased.		$ 250.00	$300.00	
Additional IP Addresses: Each computer requires one IP address (Direct Connection must be ordered first).		$ 75.00	$100.00	
Switch Rental: If you wish to establish LANs, purchase of additional IP addresses is required for each connection to the switch.		$ 75.00	$100.00	
1Mbps Bandwidth / Direct Connection with (2) IP Addresses, if additional nodes will be connected, then additional IP addresses must be purchased.		$350.00	$450.00	
2Mbps Bandwidth / Direct Connection with (4) IP Addresses, if additional nodes will be connected, then additional IP addresses must be purchased.		$670.00	$770.00	
3Mbps Bandwidth/ Direct Connection with (6) IP Addresses, if additional nodes will be connected, then additional IP addresses must be purchased.		$995.00	$1095.00	
4Mbps Bandwidth/ Direct Connection with (8) IP Addresses, if additional nodes will be connected, then additional IP addresses must be purchased.		$1295.00	$1395.00	

Wi-Fi Internet Connection: Your Computer must be 802.11b compatible to order this service.

SERVICES	QUANTITY	ADVANCE	STANDARD	TOTAL
Standard Wi-Fi Internet Connection (Up to 4 days show): This service provides a Wi-Fi Internet connection for one computer.		$99.00	$120.00	
Standard Wi-Fi Internet Connection (Per day): This service provides a Wi-Fi Internet connection for one computer.		$70.00	$99.00	

Labor is charged for customized technical solutions (Minimum 1 hour)	Quantity	**HOURLY RATE**	
Technician Straight Time Monday-Friday 8:00am to 4:00 pm (Minimum 1 hour)		$125.00	
Technician, Overtime, Saturdays, Sundays & Holidays (Minimum 1 hour)		$175.00	

Please Indicate any/all of the following for correct installation of your service:

- □ Pre-Show Contact From Engineer ***IS REQUIRED***
- □ Special Bandwidth Requirements_____Mbps
- □ Number of Connections_____
- □ Type of Connections: (Lap Top / Desk Top); _____Other

Dulles Expo & Conference center Use Only:

Received By:_____
Date Received:_____
Payment Type: Credit Card Type:_____
Payment Received by Check #_____

DULLES EXPO & CONFERENCE CENTER (DECC)
Telephone/Internet Services Request

Equipment Management: Exhibitor is responsible for returning all telephone sets and related materials to the Service Desk within 2hours of the close of the show. You will be charged for non return of the equipment.

CUSTOMER SHOULD PICK UP TELEPHONE SET AND DIALING INSTRUCTIONS AT THE SERVICE DESK.

1. Conditions for processing service order forms are
    a) Payment and credit card information for service must accompany service request. Date payment is received shall determine the applicable rate.
    b) Incomplete information regarding hook up or requirement will delay processing.
    c) Booth number(s) must be identified on face of form.
    d) Desired location of Telephone/Internet in large booth(s) must be designated, attach floor plan.
    e) If third party billing is required, service contract must include company name, c/o display house. Display house address and contact name must be indicated on service contract. Payment policy will apply.
2. No credit will be given for equipment or service cancelled after installation.
3. Unless otherwise noted, all material and equipment furnished by DECC for service shall remain the property of DECC and shall be removed only by DECC at the close of the show.

Customer's Duties.

1. Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments or additions to the equipment without DECC's written consent. Only DECC employees or approved personnel are authorized to modify system wiring.
2. Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance or other cause within reasonable control of Customer, its representatives, employees, agents or invitees.
3. The equipment shall remain the sole and exclusive property of DECC or its assignee.

Events of Customer Default. Customer shall be in default hereunder if Customer fails to pay when due any rental payment of service charges or any other indebtedness to DECC, or Customer fails to return the equipment to DECC when required to do so hereunder, or fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder.

Limitations of Liability.

1. DECC's obligations under this agreement should not be liable for delay, failure to perform, or damage or destruction, or malfunction of the equipment or services or any consequence of any of the above, caused, occasion or due to fire, flood, water, the elements, labor disputes, or shortages, utilities curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God, or public enemy, war, military or government requisition, shortages of equipment or supplies, and availability of transportation, acts or omissions of anyone other than DECC, it's representatives, agents or employees, or any other cause beyond DECC's reasonable control.
2. Claims will not be considered unless filed in writing with DECC by Customer prior to the close of the show identified on this agreement. Any complaint or claim should be brought to the service Desk prior to the end of the event.
3. In no event shall DECC be liable to the Customer or any other party for special collateral, exemplary, indirect, incidental or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, tortuous conduct, failure of the equipment or services of DECC or breach of any of the provisions of this agreement regardless of the form of action, including strict liability and negligence even if DECC has been advised of the possibility of such damages or for any damages caused by the Customers failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, toll or other consequential or indirect economic loss.

Internet Performance Disclaimer:

Lawful Use: Customer agrees that it shall use DECC's services and the Network only for LAWFUL PURPOSES. Customer shall not knowingly make, cause to be made or assist in making any transmission, retransmission or unsolicited email (i)in violation of Federal or State Law, regulation or rule, (ii) in violation of any copyright (iii) which contains material or communication is threatening or obscene (iv) prohibited by any trade secret or similar restriction, or (v) which is libelous or slanderous. Customer shall indemnify, defend and hold harmless DECC from ANY and ALL claims resulting or alleged to result from (i) Customer's use of the connection provided by DECC and/or any service equipment or software provided by DECC or (ii) fault, negligence or failure of customer to perform customer's responsibility hereunder;(iii)claims against customer by any other party;(iv) any act or omission of any party furnishing services and/or products; or (v)the installation or removal of any and all equipment supplied by any person, including but not limited to DECCC.

Unauthorized Access: DECC shall not be liable either in contract or in tort, for failure to prevent unauthorized access to Customer's equipment, or for unauthorized access to or alteration , theft, or destruction of client's data files, programs, or information, whether said unauthorized access, theft, destruction, etc. occurs by accident, fraudulent means or devices, or any other methods.

Customer Use Only: Customer may not sell, assign, sublet or share it is time, service order or use of the Network or DECC's service without the prior written consent of DECC

Internet Security Disclaimer: DECC does not provide security, such as but not limited to firewalls etc. for any data circuit(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. Exhibitors are to agree to hold DECC; it's agent and contractor harmless for any and all liabilities arising from the use of non-secured data circuits.

Indemnification: Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless DECC and it's agents, employees, officers, directors and all successors and assignees from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs and expenses including reasonable attorney fees which result from or arise out of the negligent or wrongful use of the equipment or the services or from the acts or omissions of the customer or it's representative, agents, employees or invitees.

Entire Agreement/Amendment:: This agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supersede all prior oral or written discussions or agreements. This agreement may be amended only by written agreement executed by both parties.

DULLES EXPO AND CONFERENCEC ENTER

BOOTH CLEANING REQUEST

Original Order Form and payment in full must be ordered **15 days prior to show opening date** to take advantage of the advanced rate. Please Fax or Mail order form to:

Dulles Expo & Conference Center

P. O. Box 221075, Chantilly, Va. 20153

Main Phone: (703) 378-0910
Direct/Exhibitor Services: (703) 766-1312
Fax: (703) 378-2080

www.DullesExpo.com
Email: ksink@dullesexpo.com

Show:	**Show Dates:**	**Booth No:**	
Firm Name:	**Phone:**	**Fax:**	
Address:	**City:**	**State:**	**Zip:**
Ordered by:			

Payment In Full is due at time services are ordered. Please indicate method of payment:
( )Visa ( ) MasterCard ( ) American Express ( ) Discover ( ) Check

Name as it Appears on Credit Card:

Account Number: | | | | | | | | | | | | | | | | | | | |

Expiration Date: | | | |

CVV CODE | | | |

Credit Card Authorization: Your signature authorizes Dulles Expo Center to debit your credit card for All Outstanding Charges Associated with this event.

Credit Card Holder Signature:_____ Date Authorized:_____

Cleaning Services (Please Choose one of the Services, Nightly or a One-time only)

	Total Sq. Ft.	Rate Per Sq. Ft.	# Of Show Days	TOTAL
A. Nightly Cleaning Service	_____	**@ $.16/sq. ft.**	**X** _____	**$**_____

Carpet Vacuumed, floor swept, wastebasket emptied.
Service starts on the final night of move-in and is provided nightly after show closing. Service ends the night before closing

B. One-Time Cleaning Service	_____	**@ $.20/sq. ft.**	**X** _____	**$**_____

Carpet Vacuumed, floor swept, wastebasket emptied.
Service is provided **ONLY** the night before show opening

!!! Orders Received Later Than 15 Days Prior To The First Show Day Will Be Assessed $30.00 Late Charge

Late Fee: $_____

Total Amount Due: $_____

For Dulles Expo Use Only

Received By:

Payment Type: Visa ( ) MC ( ) ( ) DSC AX ( ) Check # _____

DULLES EXPO & CONFERENCE CENTER

Plumbing Order Form

Original Order Form and payment in U.S. dollars must be received **15 days** prior to show **opening** date to qualify for **Advance Rate**. Make remittance payable to:

DULLES EXPO & CONFERENCE CENTER
P.O. Box 221075, Chantilly, VA 20153-1075
(703) 378-0910 FAX: (703) 378-2080

A 24 HOUR EMERGENCY CONTACT NAME AND PHONE NUMBER IS REQUIRED IF YOU HAVE A DISPLAY THAT CONTAINS WATER.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1ST CONTACT NAME:---------- PHONE (1):----------PHONE (2):----------

2ND CONTACT NAME: ---------- PHONE (1) :---------- PHONE (2):----------

SHOW _____ **SHOW DATES** _____ **BOOTH NO.** _____

FIRM NAME _____ **PHONE** _____ **FAX** _____

ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

ORDERED BY

PAYMENT METHOD:

☐Check ☐Amex ☐Visa ☐MasterCard ☐Discover

CREDIT CARD NUMBER | **MONTH** | **YEAR** | **CVV CODE**

Credit Card Authorization: Your Signature Authorizes Dulles Expo Center To Debit Your Credit Card For All Outstanding Charges Associated With This Event.

CARD EXPIRATION DATE MUST BE VALID THROUGHOUT THE EVENT LISTED ABOVE.

CREDIT CARD HOLDER SIGNATURE **NAME AS IT APPEARS ON CREDIT CARD** **DATE**

WATER LINES

QUANTITY	Advance Rate	Standard Rate	TOTAL PRICE
¾" Water Line	**$195**	**$225.00**	

If a drain line is required, please contact Dulles Expo for availability and pricing.

	Advance Rate	Standard Rate	TOTAL PRICE
Water Fill Up to 100 Gallons	**$145**	**$175.00**	
Drain Up to 100 Gallons	**$145**	**$175.00**	
Water Fill Up to 200 Gallons	**$175**	**$195.00**	
Drain Up to 200 Gallons	**$175**	**$195.00**	
Water Fill Up to 400 Gallons	**$225**	**$245.00**	
Drain Up to 400 Gallons	**$225**	**$245.00**	
		Total Enclosed	

NOTE: The first 25 feet are included in above rates. Over 25 feet is additional. Additional footage rates quoted upon request.
Cancellation Policy: Items canceled after show move-in begins will be charged at 100% of original price. Items canceled after installation will be charged at 100% of original price.

DULLES EXPO
& CONFERENCE CENTER

P.O. Box 221075
Chantilly, VA 20153-1075
703-378-0910
fax: 703-378-2080

SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION AUTHORIZED REQUEST

The Dulles Expo & Conference Center is the authorized Food and Beverage manager. Exposition sponsoring organization and/or their exhibitors may distribute food and/or beverage products ONLY upon written authorization.

No alcoholic beverages may be sampled/sold in the Dulles Expo & Conference Center.

- Items dispensed are limited to products manufactured by or licensed for distribution by exhibiting firms and must be related to the purpose of the show.
    1. Beverages limited to maximum 3 oz. container and 2oz. product.
    2. Food items limited to "bite size."
- All items limited to SAMPLE SIZE. If you do not comply with the above sample size, you may be asked to discontinue sampling.
- The company named below acknowledges they have sole responsibility for the use, sale, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the company agrees to indemnify and forever hold harmless the Dulles Expo and Conference Center from all liability damages, losses, costs or expenses resulting directly or indirectly from their use, sale, serving or other disposition of such items. You must also comply with all Fairfax County Health Department rules and regulations.
- Food and/or beverage items used as traffic promoters (i.e. coffee, candy, popcorn, soda, etc.) must be purchased from the Dulles Expo & Conference Center.

Show Name:				Show Dates:	
Company Name:				Booth #	
Phone:		Fax:		Email:	
Address:					
City:		State:		Zip:	
Contact Person:				Title:	
Signature:				Date:	
Product(s) you wish to dispense:					
Size of Portion to be dispensed:					
Proposed Method of Dispensing and Reason for Offering Samples:					

Approved: _____
Event Coordinator, DECC

_____
First Class Catering

Disapproved: _____
Event Coordinator, DECC

_____
First Class Catering

*This form must be submitted a MINIMUM of (30) Thirty days prior to the first show day.